

## **REVIEW PROCESS**

**(revised: approved by SORAC 9/19/2022; approved by UCC 10/4/2022)**

Fairfield University has partnerships with established degree granting universities where syllabi have been fully vetted by university curriculum committees in accordance with the accrediting bodies and requirements of that country. Fairfield also works with provider programs that have curriculum committees but are not accredited degree granting institutions.

Fairfield University has established agreements to serve as School of Record (SOR) for provider programs which allows Fairfield University to provide transcripts with Fairfield credit and grades for non-Fairfield students who participate in these programs.

The course review process depends on whether a program is a School of Record program or is for Fairfield University students only.

### **A. Course review for SOR programs:**

The current list of provider program partners for whom we serve as School of Record is listed below:

- American Institute of Foreign Studies (AIFS): various locations (London, Salzburg, Florence, Rome)
  - American College of the Mediterranean-Institute for American Universities (ACM-IAU): Aix-en-Provence (France), Barcelona & Madrid (Spain)
  - Florence University of the Arts-American University of Florence (FUA-AUF): Florence (Italy)
1. Global Fairfield will receive syllabi and ask the sending institution to provide information about the level of the course (entry level, intermediate or advanced) as well as prerequisites and expectations of foundational work or academic standing. Global Fairfield will also collect CVs from course instructors.
  2. All materials will be sent to the Chair of the SOR Articulation Committee.
    - a. For specialty areas / areas that do not have faculty representation on SORAC, syllabi and CV's will be sent directly to a designated individual in the corresponding department (i.e. nursing, engineering, and modern languages).
    - b. For all other areas, the SOR Articulation committee will decide / confirm that the course meets requirements for University credit and make an initial recommendation for departmental or disciplinary designation (e.g. Biology, Natural Science, or Arts and Sciences). Curricula vitae will be used as a basis for determining these factors for non-Center programs.
    - c. If there is not a corresponding subject area, a course can qualify for University credit by division (Arts and Sciences, DSB, etc.), or as General Elective credit. Materials may be sent to an external consultant at the discretion of the SOR Articulation Committee.
    - d. During the academic year, the full committee will review syllabi and make recommendations.
    - e. Outside of the academic year, syllabi will be sent electronically to all members of the SOR Articulation Committee. Any member of the committee can request a full committee review during the academic year. If no concerns are initially expressed, syllabi may be sent for designated member review by two faculty members (preferably members

who are on contract). These faculty members can also call for full committee review if there are any concerns.

**B: Course review process for Fairfield University students to obtain Fairfield credit and grade:**

Fairfield University also approves Fairfield students to participate in some programs for which the student receives Fairfield credit and grades. The current list of programs where Fairfield students receive Fairfield credit and grade is below:

- Ireland: University of Galway (previously known as NUIG)
- Australia: James Cooke University
- Madrid Spain: Comillas
- Italy: Florence University of the Arts (FUA)
- Barcelona Spain: Instituto Químico de Sarrià (IQS)
- France: IAU
- London and Salzburg: AIFS
- Greece: College Year Athens (CYA)

1. Global Fairfield will receive syllabi and ask the sending institution to provide information about the level of the course (entry level, intermediate or advanced) as well as prerequisites and expectations of foundational work or academic standing.

- a. Global Fairfield will send the syllabus (and CV's for SOR courses) to the department Chair or department's appointee for review and approval and the assignment of additional attributes following the process below in section C.
- b. If there is not a clear corresponding subject area, the syllabi may be referred to SORAC to determine if the course can qualify for University credit by division (Arts and Sciences, DSB, etc.), or as General Elective credit. Materials may be sent to an external consultant at the discretion of the SOR Articulation Committee.
- c. If a syllabus has only been granted initial designation in a division or School, the SOR Articulation Committee may try to identify one or more relevant Departments to review and potentially further articulate the course.

**C: Assignment of attributes for Fairfield University students:**

1. Chairs or appointees will review the content and course learning objectives to determine whether a course is (a) equivalent to an existing course or (b) can count as a department elective and towards major, minor, and /or core and (c) requires restrictions.
2. *Magis* Core Credit
  - a. If the course is determined to be the equivalent of an existing course, then it will have the same Orientation or Exploration status in the *Magis* core as does the existing course.
  - b. If a College of Arts and Sciences department/program grants the course credit within the department/program, without finding it to be the equivalent of an existing course, then they should use the process outlined for the designation of courses to fulfill Orientation and Exploration Tiers of the *Magis* Core to determine whether the course can earn *Magis* Core credit.
3. The Chair or appointee will send their recommendations to the SOR Articulation committee and Global Fairfield electronically and in a timely fashion. The SOR Articulation may request the department's rationale.

4. The SOR Articulation committee may also forward the syllabus to interdisciplinary programs or the *Magis* Core Curriculum Committee for consideration of additional attributes.
5. Appeals:
  - a. If a course is denied departmental designation, the SOR Articulation Committee may appeal to the school curriculum committee.
  - b. If a course is granted credit in a CAS department/program and denied *Magis* Core designation, the SOR Articulation Committee may appeal to the UCC.

**D. Documentation of reviewed and approved courses:**

1. Decisions made will be documented to Global Fairfield and forwarded to the Registrar.
2. Courses that have been approved for SOR will be entered into the SOR addendum in the University course catalog. Courses will retain the foreign institutions name and number on the transcript. Additional attributes (direct equivalents, major, minor, core, restrictions, etc.) assigned to courses for Fairfield students will be notated by the Registrar's office.
3. Previously approved courses.
  - a. Study abroad courses that have received departmental or *Magis* core designation should continue to meet those requirements for at least 5 years, unless the granting institution notifies the OGF of substantive changes in the course.
  - b. To ensure that all subject areas remain updated, at least once every 5 years courses in the database will be audited by departments on a rotating basis in consultation with OGF.
  - c. If the OGF is informed of a substantial change in a course outside of the auditing process, it will notify a department and the course will be reviewed. After review of the course, a department may recommend retaining or removing a designation (delisting).
  - d. A department / program may also review a previously approved course in consultation with OGF if there has been a substantial change to the Fairfield curriculum (e.g. changes to the equivalent course at Fairfield University, or changes to major or minor requirements).
  - e. Removal of a designation of an approved study abroad course requires a written justification and departmental minutes submitted to the OGF and SOR Articulation Committee and the UCC Chair for review. Removal of courses will typically occur the following academic year.

**E. Faculty led courses offered abroad.**

1. Short-term courses led by Fairfield University faculty must follow approval procedures set forth by schools with an additional focus on whether (i) the proposed course has equivalent credit (contact) hours to semester long courses and (ii) the relevance of offering the course in the proposed location.
2. Courses approved by school curriculum committees will be reviewed by the OGF to assess compliance with the University international travel policy.